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Printed in the United States of America.

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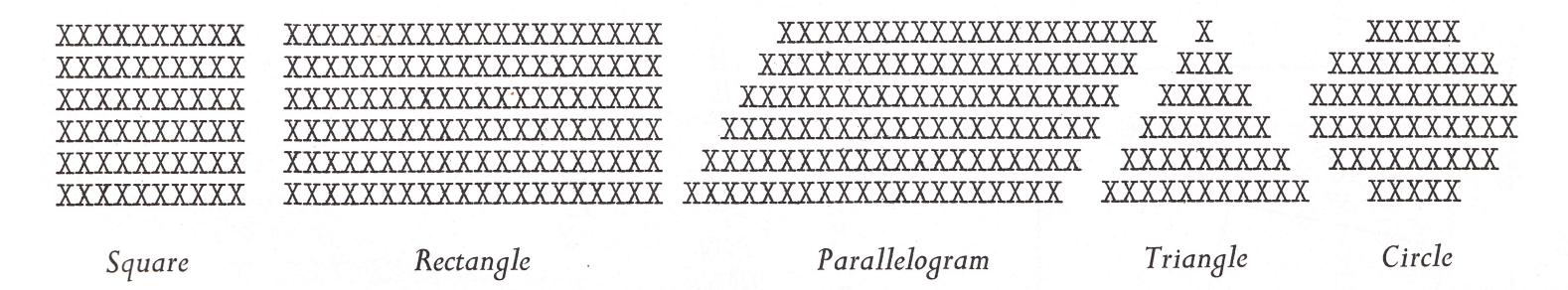
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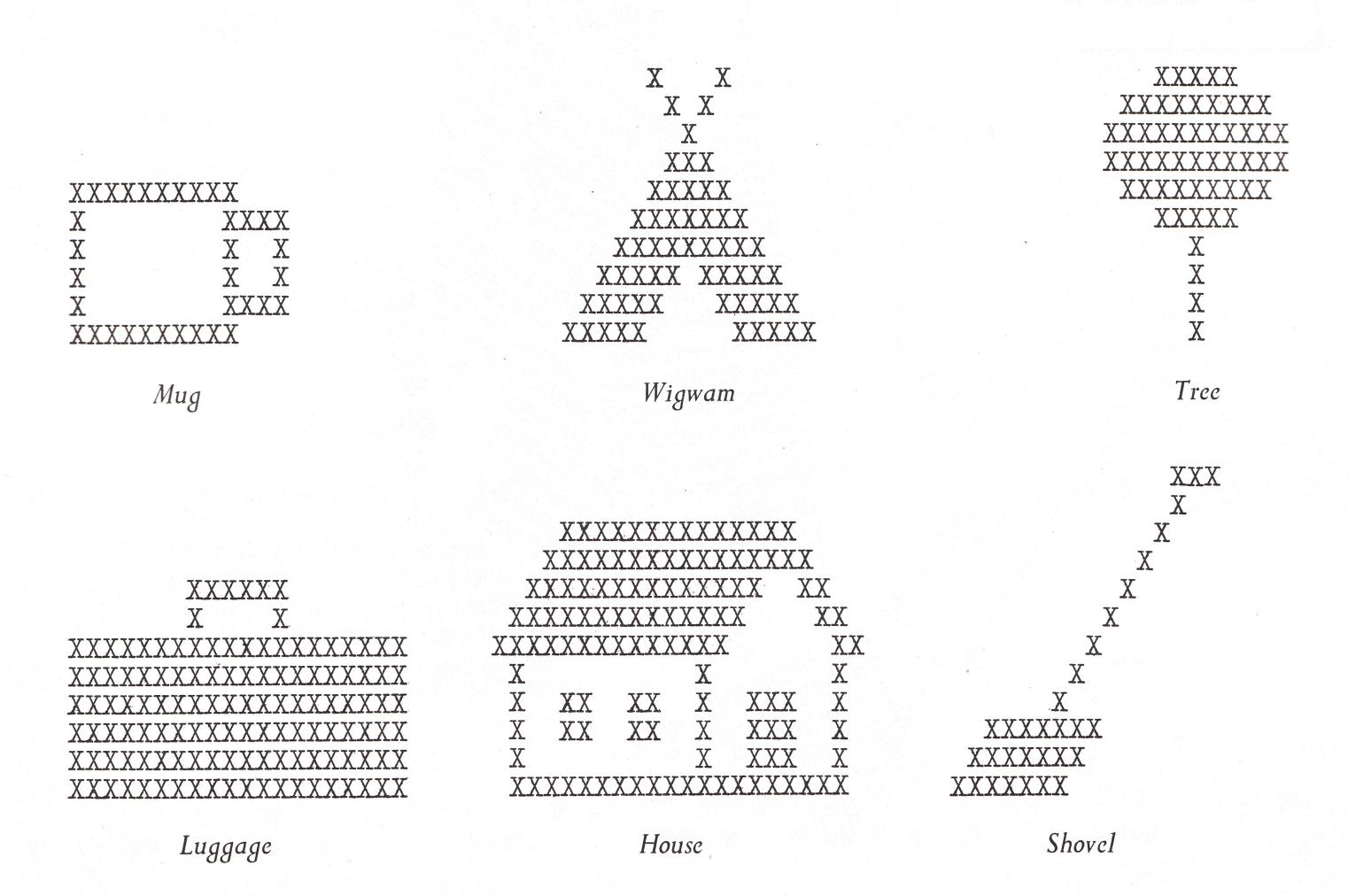
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I. Introduction

It is possible to type basic geometric figures with ease. If you can copy the following forms, you can type the more advanced pictures on the following pages with a little ingenuity and skill.



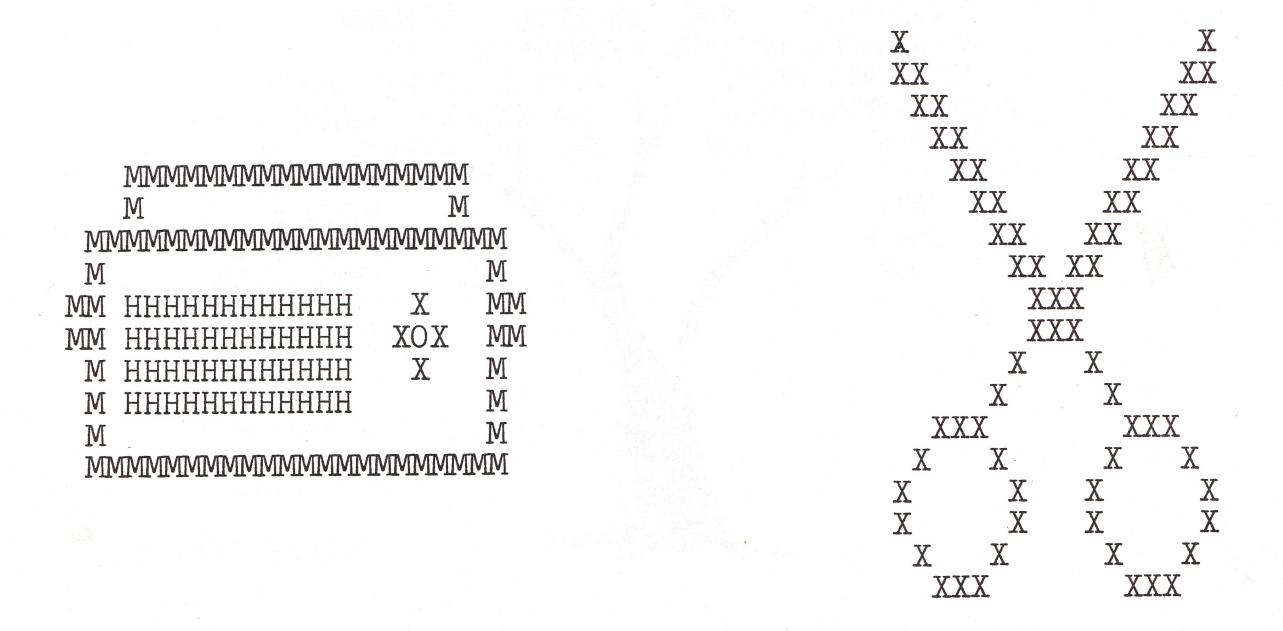
The following pictures incorporate these basic geometric figures and are quite easy to type:



The following pages contain a variety of pictures which get progressively more difficult to type:

A truck incorporates the rectangle and circle.

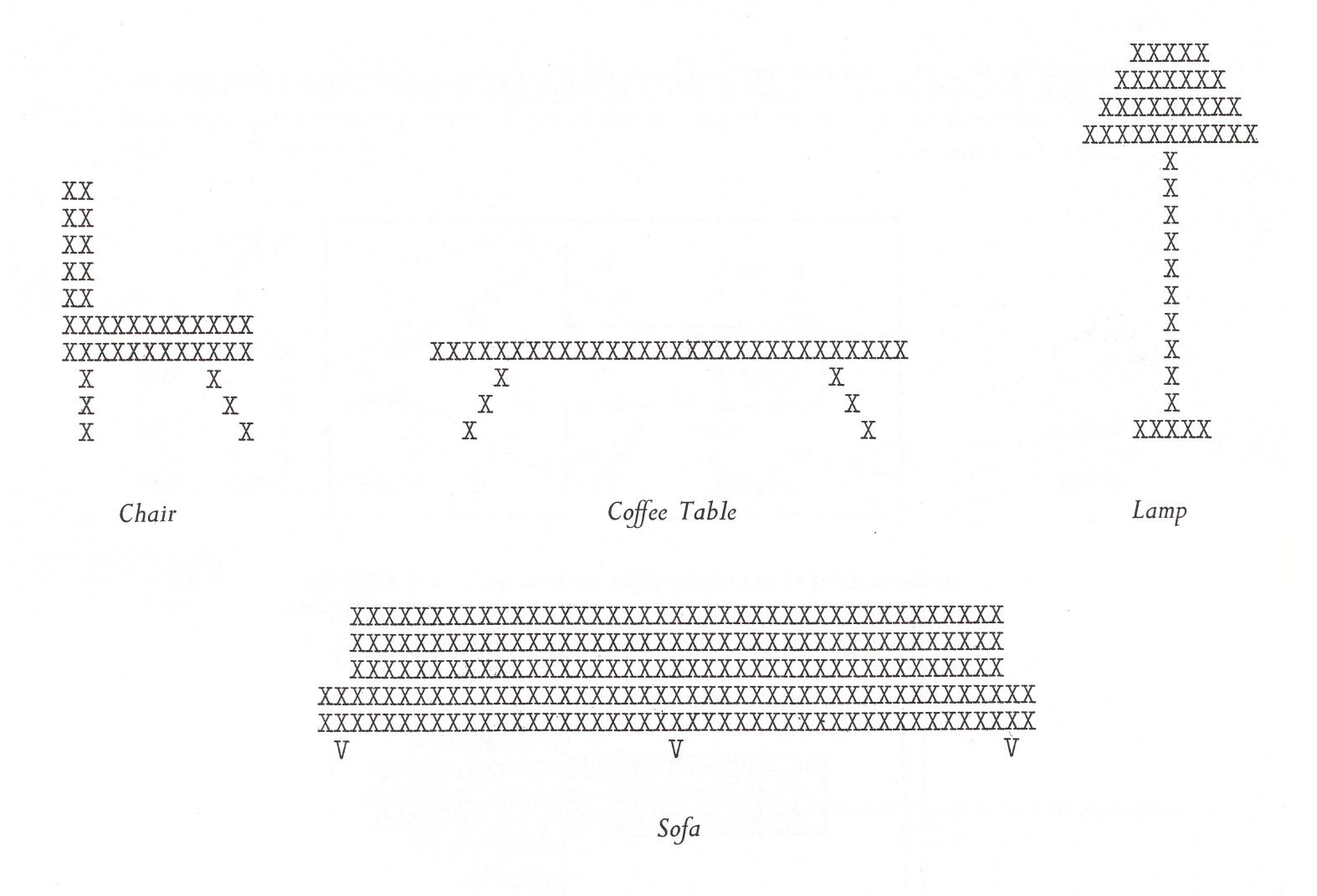
The following items are a bit more difficult to type:

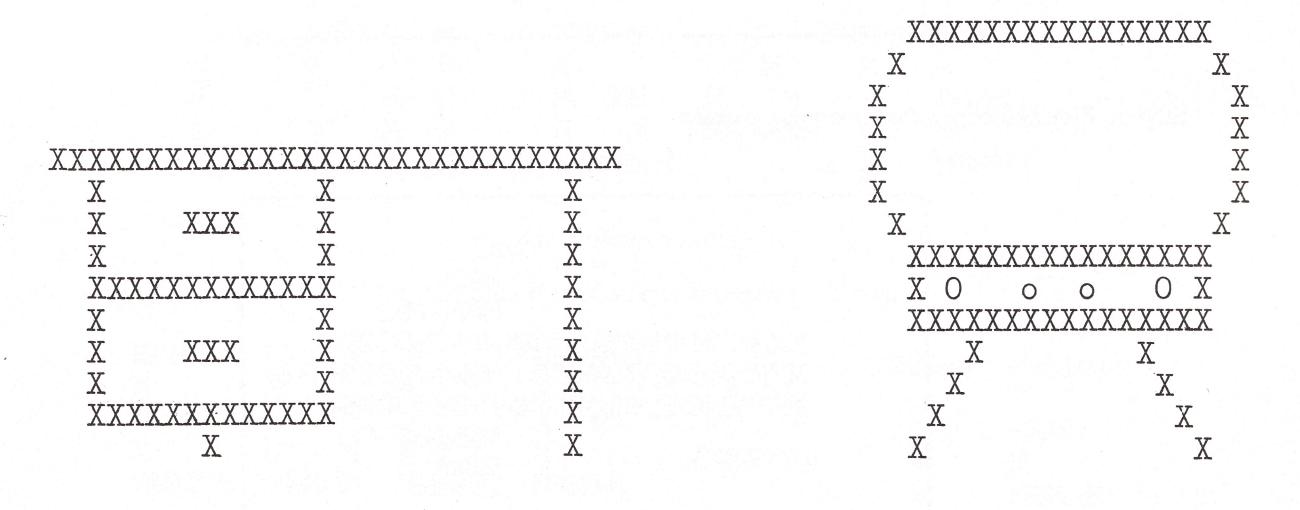


Transistor Portable Radio

Scissors

For the fun of it, type the following pieces of furniture:





Can you group several of these pieces of furniture into one picture?

Desk

Television Set

II. Lettering

There is an infinite variety of lettering designs. The following are merely suggested styles that are attractive and easy to type. However, if you are creative, you can design your own alphabets. For example, an S can be typed as follows:

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Knowing how to letter is a valuable typing skill. Creatively designed and arranged letters contribute to the attractiveness of report covers, price lists, menus, programs, announcements, posters, notices, and school or club newspapers.

Optical spacing (determining the spacing between letters by sight)—rather than mechanical spacing (using the same number of spaces between all letters)—creates a pleasing visual effect. For example:

Optical Spacing

(Leave extra spaces between straight, parallel vertical lines, for example, between O and L. Crowd to create a pleasing effect, for example, between A and T.)

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MIMIMIM	MIMIM	MM	MIMIMIM	MM	MIMIM	M	IV	I M	

Mechanical Spacing

(The same number of spaces between all letters)

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The following lettering designs are suggested because of their attractiveness and simplicity:

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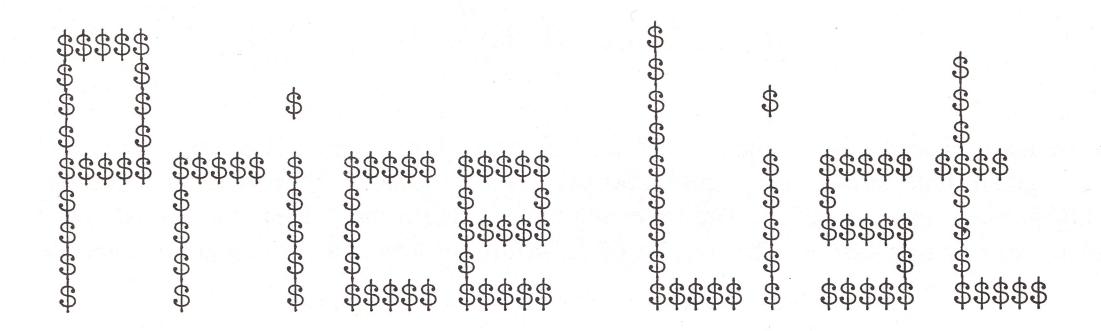
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Dance Announcement

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CRAWFORD HIGH SCHOOL BOOKSTORE

School Supplies

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Art Gum Kneaded Pencil Typewrit Fountain Police Glue Index Card Ink Ink Cartri Notebooks	Rubbeer.ens.	· · · · · · · · · · · · · · · · · · ·												.05 .10 .15 .10 .15 1.00 .19 .20 .15 .49
Paper Clip Pencils . Protractor Rulers Slide Rule	s	•	•		•	•	• •	•	•	•		•	•	.10 .05 .10 .10

Novelty Items

Banners:																	
Small	•	•		•	•	•		•	•	•		•			•	•	• 50
Large																	1.00
Baseball Caps																	.50
Beanies		•	•		•	•	•	•		•	•	•	•	, •	•		.50
Emblems	•	•	•	•	•	•	•	•	•	•	•	•	•	•		•	.15
Shakers	•	•	•		•	•	•	•	•	•	•	•	•	•	•		.15
Sweat Shirts.	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	2.50
T Shirts	•	•	•	•		•	•	•	•		•	•	•	•	•	•	.75

Price List

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Club Announcement

Typing a Newspaper

The appearance of a club or school newspaper can be greatly enhanced by lettering the name of the paper on the typewriter and by justifying the right margin, i.e., getting it even. Normally, the left margin is straight and the right margin is ragged on typewritten copy. It is interesting to note that printers get the right margin straight by spacing the type. If you examine a printed book, newspaper, or magazine carefully, you will notice that the words on some lines are crowded while on other lines they are spread considerably.

5	40	45	80
This permits the typing of Each column will be 35 space		nalf inch margins and a ha	alf inch separating columns.
	os wide. See page 13.		
On an elite typewriter a	typewriter having twolve	strakes to a harizantal in	ah waa tha fallawing at answ
On an elite typewriter, a	typewriter having twelve	strokes to a horizontal in	ch, use the following stops:

To justify the right margin, it is necessary to type first a rough draft. Page 12 contains a rough draft of a newspaper with justified right margins. The typing sequence is as follows:

- 1. Set your margins for a 35-space column. Use 5-40 when typing the first column, 45-80 when typing the second column.
- 2. Type 35 diagonal lines to be sure that there are 35 spaces.

- 3. Throw the carriage several times to separate the diagonal lines from the copy which you are going to type.
- 4. Type the material using diagonal lines to complete the unused spaces at the end of each line. Occasionally, it may be desirable to type a mark of punctuation or letter in the 36th space. This extra stroke will be crowded by half spacing on the line when typing the final draft. The final line of a paragraph is usually not justified.

The annual senior prom, "Blue/Mist," was held on June 3 in the///school gymnasium. The Alan Harris/Band played. The winners of the///dance contest were Alison Paige///and Adam Reed. Decorations were by Candy Leigh, Lois Arden, Jill Jones, and Rebecca Lane.

5. The final draft is typed allowing extra spaces after words to compensate for /'s at the end of each line. It may be necessary to space two or three times between some words. Use your own judgment as to well-arranged spacing. For example, if you must space an extra three times on a line, space an extra time after three words rather than spacing three times after one word. Note how the last comma on the seventh line of the copy below was crowded. The final draft follows (note the extra spacing between certain words):

The annual senior prom, "Blue Mist," was held on June 3 in the school gymnasium. The Alan Harris Band played. The winners of the dance contest were Alison Paige and Adam Reed. Decorations were by Candy Leigh, Lois Arden, Jill Jones, and Rebecca Lane.

The following page can serve as a model for a rough draft of your school or club newspaper. Page 13 contains a final draft.

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VOL. VI, NO. 2

EDWARD PARKER HIGH SCHOOL

MAY 14, 19--

CANDY SALE

A candy sale sponsored by the/ Student Council will be held on May 16. New band uniforms and choir/// robes will be purchased from the/// proceeds of the sale.

This is an opportunity for///
every student to contribute to our/
school. Boxes of candy will sell//
for \$1.00 each. The Student Coun-/
cil has set a goal of 10,000 boxes/
to be sold. If we achieve our goal,
it will mean a profit of \$4,000 for
our school!

JUST IMAGINE

- . . . Tom Nichols without his corny jokes.
- . . Lynne A. without Howard G.///
- . . . our school clocks being accurate.
- . . . Jody Mason with short blonde/ hair.
- . . no homework.
- . . Jamie Nelson without muscles.
- . . Barry Ross without his basketball.
- . . Tom Hall low scorer at a game.
- . . . odorless science laboratories.

NEW OFFICERS ELECTED

New Student Council officers//
have been elected for next year.///
They are Todd Green, president;////
Bradford Davis, vice president; Jay
Adams, treasurer; and Caron Clark,/
secretary.

In his acceptance speech at///
the school assembly on April 19,///
Bradford Davis said he would like//
to form a new Pep Club.

Gary Carter was presented the/past-president's pin.

HIT PARADE

SOME ENCHANTED EVENING Prom
EXODUS Fire Drills
SOUND OFF Cafeteria
'TIL THE END OF TIME School Day
THESE FOOLISH THINGS . Report Cards
FOOLS RUSH IN Detention
TEMPTATION Cheating
TEA FOR TWO Betty and Jim
RHAPSODY IN BLUE Examinations
NIGHT AND DAY Homework
STARDUST Dramatic Club

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VOL. VI, NO. 2

EDWARD PARKER HIGH SCHOOL

MAY 14, 19--

CANDY SALE

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- . . . Tom Nichols without his corny jokes.
- . . Lynne A. without Howard G.
- . . . our school clocks being accurate.
- . . . Jody Mason with short blonde hair.
- . . no homework.
- . . . Jamie Nelson without muscles.
- . . Barry Ross without his basketball.
- . . . Tom Hall low scorer at a game.
- . . . odorless science laboratories.

NEW OFFICERS ELECTED

New Student Council officers have been elected for next year. They are Todd Green, president; Bradford Davis, vice president; Jay Adams, treasurer; and Caron Clark, secretary.

In his acceptance speech at the school assembly on April 19, Bradford Davis said he would like to form a new Pep Club.

Gary Carter was presented the past-president's gold pin.

HIT PARADE

SOME ENCHANTED EVENING Prom
EXODUS Fire Drills
SOUND OFF
'TIL THE END OF TIME School Day
THESE FOOLISH THINGS . Report Cards
FOOLS RUSH IN Detention
TEMPTATION Cheating
TEA FOR TWO Betty and Jim
RHAPSODY IN BLUE Examinations
NIGHT AND DAY Homework
STARDUST Dramatic Club

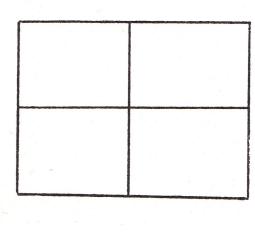
14B

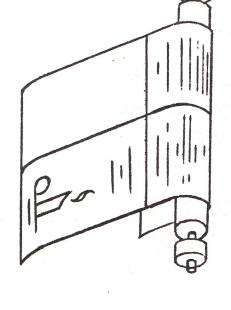
Typing a Program

Directions for Typing a Folded Program or Greeting Card

1. Divide the paper into quarters with ruled pencil

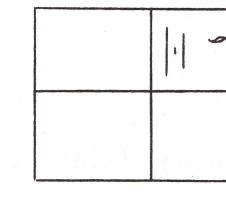
the lower 3. Turn the paper upside down. Type in left and right quarters of the paper.





vertically. 4. Fold the paper horizontally. Next, fold it

2. Type in the lower right quarter.



To help you type, small numbers appear on this and subsequent pages. The numeral above a vertical line indicates the number of times you return the carriage from the top edge of the paper. The numeral to the left of a horizontal line indicates the number on the carriage-position scale at which you start typing. Note.

Faculty Advisors. MRS. I L. WAGNER RICHARDS

* *

*

Costumes.
Lighting.
Make-up.
Prompter.
Settings.
Stage Hands GAIL WHITE
STEVEN BROOKS
PAULA KING
KAREN WEAVER
ALVIN LARKIN
UILLARD DUNN
EDWARD DAVIDSON

BEHIND THE SCENES

49-Marsha Pot Katherine Thomas. . Constable Maid. . . John Potter .HOWARD WHITNEY
. .BARBARA SNOW
. .MONICA JAMES
LAWRENCE NORRIS
. CARL TAYLOR
. PAMELA WILSON PAMELA

order Of appearance)

63-CAST 3.7

w

SYNOPSIS

OF

SCENES

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38

Scene The cene cene outskirts N • ω 2 2 と ト following morning.
Harper's Study. Early
evening, the same day.
A Small Church. Immediately following. The Street. Eve days later.
A Small Church. eve same A Sr The The ACT Small Church. Morning. e Street. Sunset, the me day. ACT ACT I Wayside Of HH. III. London. Inn. Evening, 1892 Christmas The two

> (In Harper

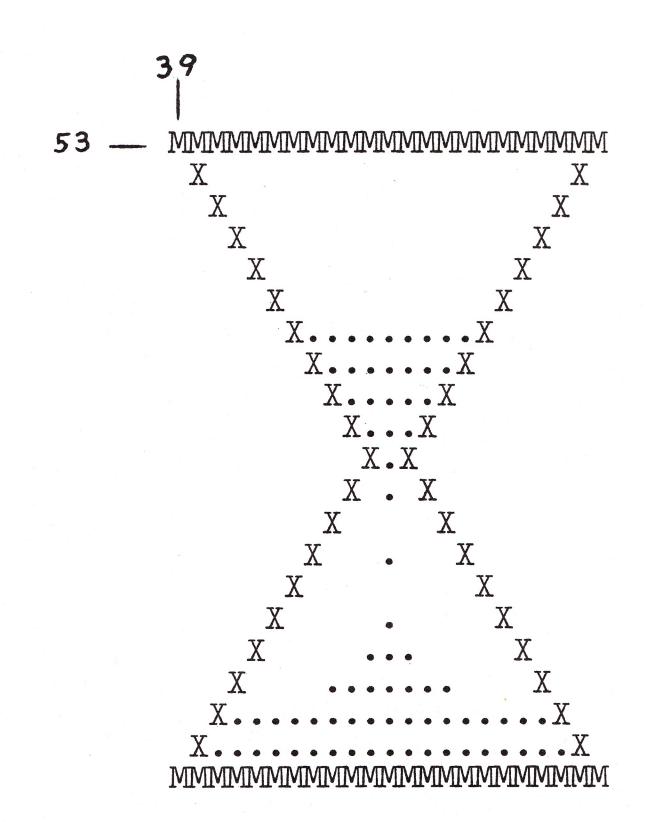
Scene Scene Scene Scene S

TALE Leigh CHRISTMAS by Gilbert V. 1 h

HHH HHHHH HHHHHH НИННН НИННН *** ***** オーキ * * * * 田 69 \mathbf{Z} \mathbf{Z} Z Ξ Ξ Z Z Z ZZ 50

III. Holidays

There are many holidays which afford splendid opportunities for art typing. Can you type the following greeting card? Follow the directions on the preceding page.



New Year's Day
(January 1)

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> St. Valentine's Day (February 14)

NOTE. Directions for typing a greeting card are on page 14. You can personalize this card by typing the name of the person you love in the center of the heart.

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                      ********
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************
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                   ジャングングングングングングング
***********
*************
***************
                 **************
*************
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***********
*********************************
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***********************
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19
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        0000000
                             0
       0000000
                              0
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                              00
     0000000
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    00000000
                              000
   000000000
                  XXXX
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                          X 0X00000
                   0
00000000000
                              000000
00000000000
                       X
                              00000
 0000000000
                      XX
                              000
    00000000
                     XXXXX
                              00
       000000
        НООООН
        ННОООНН
        ММННННННННННН
    МММММНННННННН
    MMMMMMHHHHHH
                        HIMIMIM
     MMMMMMMMHH
                       MMMMMHH
    MINIMINIMINIMINIMI
                   HH
                         HHMMMMMMMMMM
   HH
                       HH
                           HMMMMMMMMM
  HHHH
                            HMMMMMMMM
MIMIMIMIMIMIMIMIMIMIMIMIMIMIMIHHH
                             HIMIMIMIMIMIM
 MINININININININININININININININI
                            HHHMMMMMM
   HHHH MMM
      MINIMINIMINIMINIMINIMIMIM
                          ННННН
           MINIMIMIMIMIMIMIM
                          HHH
                   MIMIMIM
```

```
17
                X
                XX
                XXX
            X
          47-
            XX
                XXXX
            XXX
                XXXX
            XXXX
                XXXX
            XXXXX
                XXXX
            XXXXX
                XXXX
             XXXXX
                XXXX
             XXXX
                XXXX
              XXX
                XXX
              XX
                XX
              XXXXXXXXX
             XXXXXXXXXXXX
             XXXXXXXXXXXX
             XXXXXXXXXXXX
             XXXXXXXXXXX
              XXXXXXXXX
              XXXXXXXXX
             XXXXXXXXX
            XXXXXXXXXXXX
           XXXXXXXXXXXX
          XXXXXXXXXXXXXXX
        XXXXX
     XXXXXX XXXXXXXXXXXXXXXXX XXXXXXXXXX
XXXXX
XXXXX
     XXXXXXXXX
 XXXXX
```

Easter

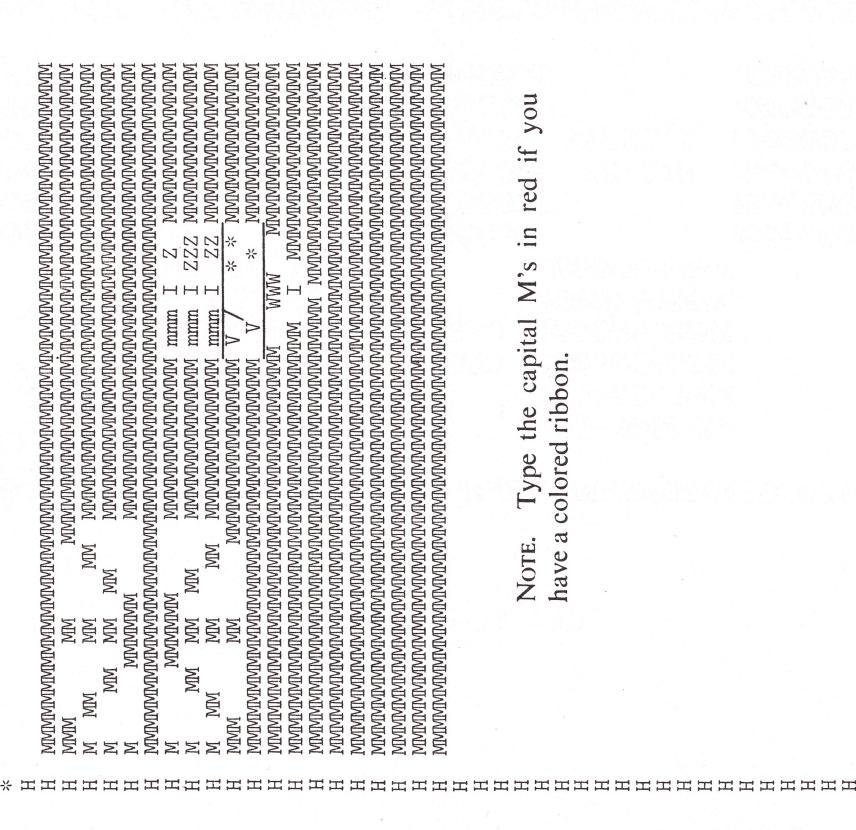
```
ННННННННННННННН
            НННННННННННННН
            НИННИННИННИННИНН
            ННННННННННННННН
            НННННННННННННН
            ННННННННННННН
            НННННННННННННН
            ННННННННННННННН
            НННННННННННННН
            НННННННННННННН
            ННННННННННННННН
            НННННННННННННН
            НННННННННННННННН
            НННННННННННННН
            ННННННННННННННН
            НННННННННННННН
            НННННННННННННН
            ННИНИННИННИННИННИН
            ННИНИННИННИННИННИН
            ННННННННННННННН
                     НННННН
                     НННННН
                     НННННН
II II II II II II II
```

United Nations Day (October 24)

```
17
                 XXX
                XXX
               XXX
               XXX
               XXX
               XXX
        XXXXXXXXX
               XXX
                  XXXXXXXXX
       XXXXXXXXXX
           XXXXXXXXXXXXXXXXX
 XXXXXXXXXX
                       XXXXXXXXXX
 XXXXXXXXXXX
          XXXXXXXXXXXXXXXX
                       XXXXXXXXXXX
XXXXXXXXXXXX
          XXXXXXXXXXXXXXX
                       XXXXXXXXXXX
XXXXXXXXXXXX
          XXXXXXXXXXXXXXX
                       XXXXXXXXXXXXX
                       XXXXXXXXXXXXXX
XXXXXXX
 XXXXXX
       XXXXXX
  XXXXXX
          XXXXXXXXXXXXXXXXX
                          XXXXXX
  XXXXXX
            XXX
                         XXXXXX
   XXXXXXX
            XXX
                        XXXXXXX
    XXXXXXXX
                      XXXXXXXX
```

Space three times after each star. If you have a colored ribbon, it is very effective

Veterans Day (November 11)



+1

___ * *

=

Type the capital M's in red if you have a colored ribbon. NOTE.

21A

Dominion Day or Canada Day (July 1)

NOTE. Directions for typing a greeting card are on page 14.

HEST WISHES

CHRISTMAS

CHRISTMAS

CHRISTMAS

Christmas Day
(December 25)

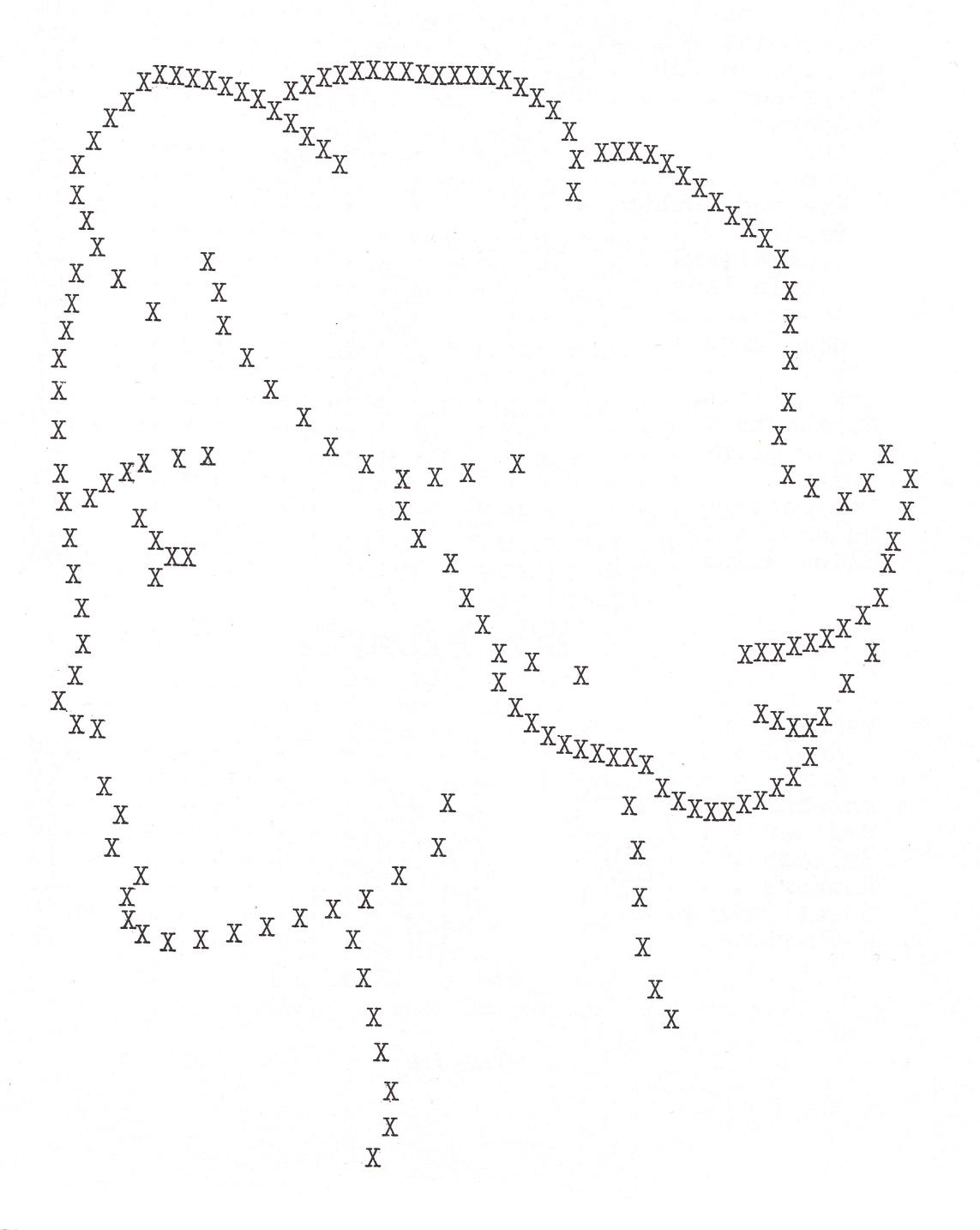
		36		
*** X XXXX XXXXX O XXX XXXXXX XXXXXXX XXXXXXX XXXXXXXX				
*		64 — *		
X XXX XXXXX O XXX XXXXXX XXXXXXX XXXXXXX XXXXXXX XXXXX		****		
XXX		> ¦<		
XXXXX		\mathbf{X}		
O XXX		XXX		
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXX		
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		O XXX		
XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXX		XXXXX		
XXXXXXXXXX		XXXXXXX		
XXXXXXXXX XXXXXXXXXX XXXXXXXXXXXX XXXX		XXXXXXXX		
XXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXX		
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXX		
MM H O MM H O MM MMMMM H MMM MM MMMMMM H MM MM MMMMMM H MM MM MMMMMMM H MM MM MMMMMMMM		XXXXXXXX		
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXX		
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXX		
O XXXXXXXXXX O XXXXXXXXXX XXXXXXXXXXXX		XXXXXXXXXXXX		
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XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXX		
MM XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXX		
MM H O MM		XXXXXXXXXXXXXXXXXXX	X	
MIM H IMIM MIMIMIMIM H IMIM	MM	XXXXXXXXXXXXXXXXXXXXX	XX	
MM MMMMM H	MM	Н	0	
	MM	H		MM
	MM	MIMIMIM		MM
			IMMM	MM
33				

IV. Special Effects

There are many special effects which can be created on the typewriter. For example, colored ribbons (red, maroon, green, blue, brown, gray, gold, and purple) are available. Combined with colored paper, there is a highly pleasing visual effect. The following pages contain many ideas for special effects which may stimulate your imagination and be a point of departure for new and exciting art typing experiences.

Line Drawings

It is possible to type a curved line by half spacing horizontally and vertically. You can half space horizontally by either holding the carriage so that it does not move a complete space or by partially depressing the backspace key. By using the variable line spacer or line finder (ratchet release), it is possible to half space vertically. Examine the following picture carefully. Can you type it?



Abstract Forms

It is possible to type a paper using an abstract form to "catch the eye" and make it interesting. For example, a list of names may be typed as follows:

39 — HONOR ROLL

Laura Ann Abbott
Enid Susan Allen
Jesse Frank Anderson
Marguerite Kathy Baker
Nancy Joyce Barry
Marion Pearl Bowers
Linda Iris Byron
Gary Bruce Clark
Charles Davis Dawson

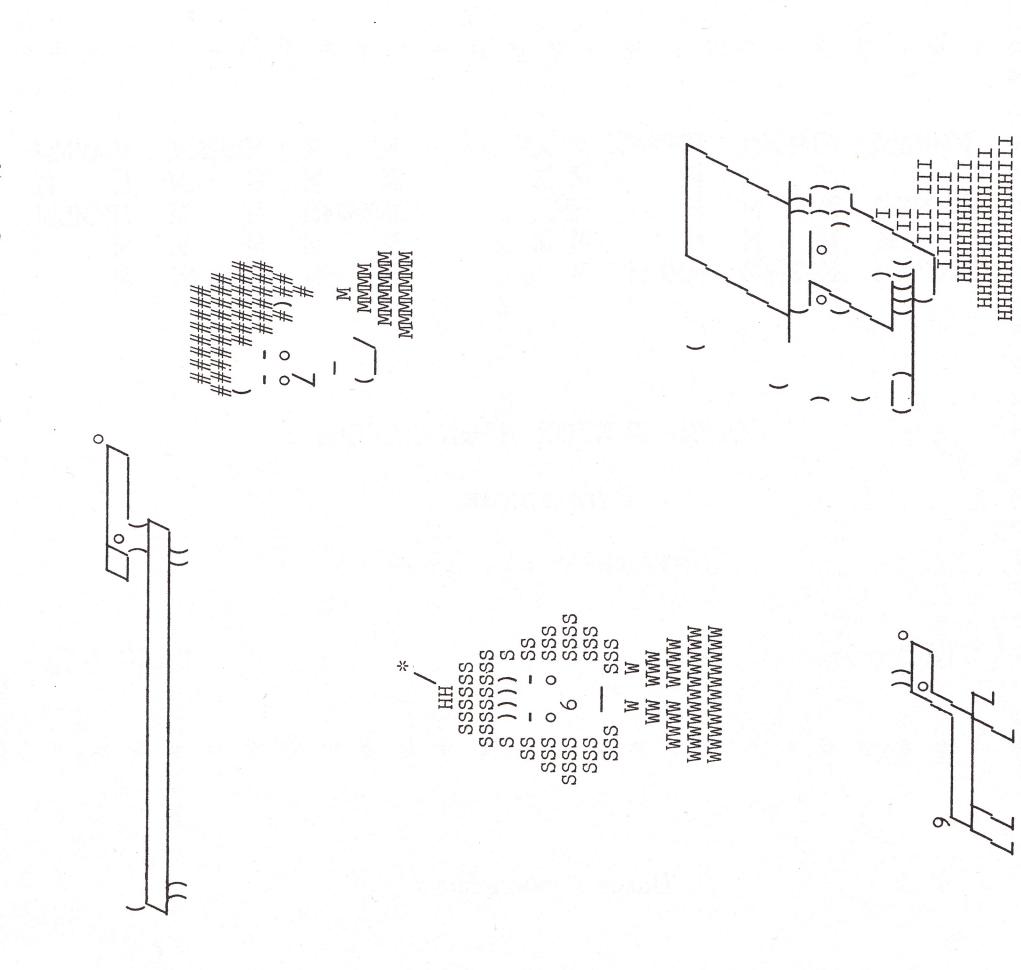
Deborah Sue Day
Marc Richard Dunn
Howard Paul Frost
Agnes Louise Fuller
Sara Bertha Gaines
Sheryl Donna Green
Jane Martha Hamilton
Kenneth Jay Ives
Elliot Michael Jones

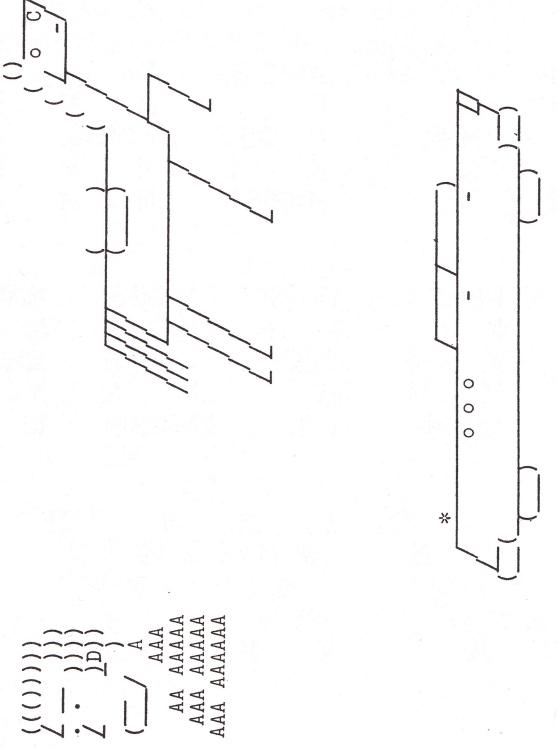
Michael Philip Lombard
John Stewart Meyers
Harold Leonard Peck
Thomas Craig Phelps
Shirley Lee Pratt
Wendy Belle Reed
Phyllis Nina Rosen
Estelle Anne Rowe
Ruth Julia Shanahan

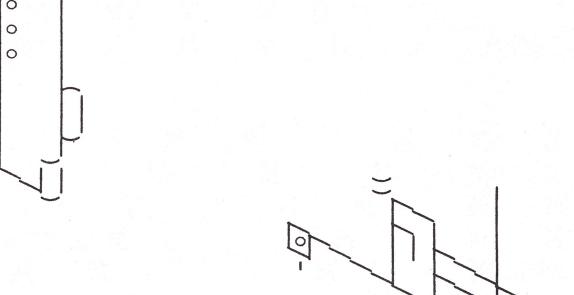
Alden Scott Silverman
Lois Ann Smith
Alexander Leon Snow
Bradford Henry Taylor
Francis Barbara West
Monica Hope Wheeler
Marilyn Kimberly White
Myrtle Elsie Young
Joseph Myron Zimmerman

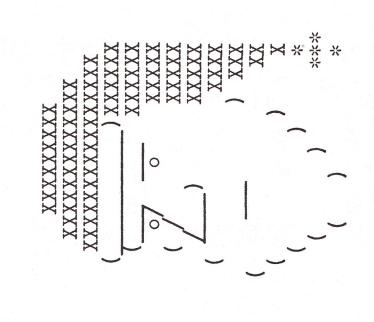
Cartooning

You can spend many fascinating hours designing cartoons on the type-writer. Cartooning requires a great deal of imagination and ingenuity.





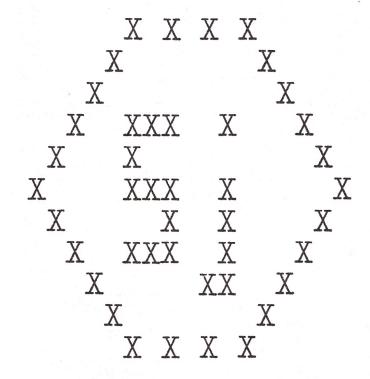




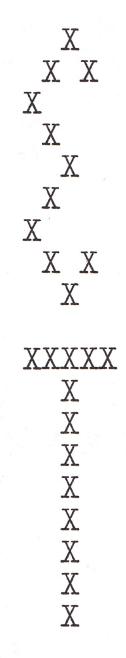


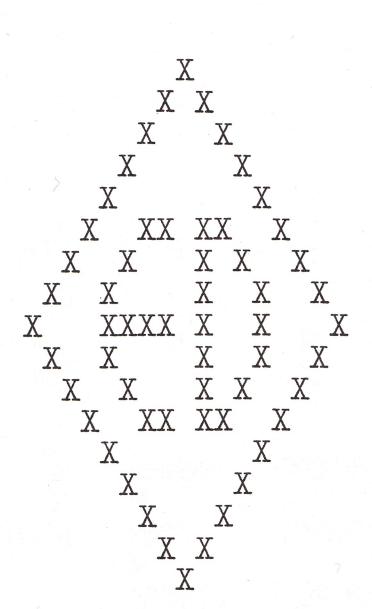
Embroidery Motifs

It is possible to insert pieces of cloth such as a handkerchief or scarf into the typewriter and to type embroidery patterns. It is then simple to embroider over the typed patterns. For example, the following monograms can be typed on cloth:



XXXX		X
XX		X
X		X
X	X	X
X	XX	X
XXXX	XXXXX	X
X	X X	X
X		X
X		X
X		X
XXXX		XXXX





Words

An interesting effect is created by repeating a word or words rather than using single letters. A random pattern occurs when each line starts with the same word.

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D
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                                                                                                                                                                                       0
       9
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FIDOFIDOFIDO
FIDOFIDOFIDOF
                                                                                                                                          FIDOFIDOFIDOF
FIDOFIDOFIDOF
FIDOFIDOFIDOF
FIDOFIDOFIDOF
FIDOFIDOFIDOF
FIDOFIDOFIDOF
FIDOFIDOFIDOF
FIDOFIDOFIDOF
FIDOFIDOFIDOF
FIDOFIDOFIDOFIDOFIDOFIDOFIDOF
FIDOFIDOF
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                                                                      FIDOFIDOFID
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                                                                                                                                                                                       [4
                                                                             FIDOFID
                                                                                     FIDO
                                                                            FIDOF
FIDOFI
FIDOFID
FIDOFID
FIDOFID
                                                                      FIDO
                                                                                                                 FIDOFIDOF
                                                                                                                       FIDOFIDOFID
                                                                                                                              FIDOFIDOFIDOF
                                                                                                                                     FIDOFIDOFIDOFI
                                                                                                                                                                                                            FID
                                                                                                                                                                                                     FIDO
```

The same letters of a word may be typed one under the other as follows:

```
39 — TURKEYTURKEY

EYTURKEYTURKEYTUR

YTURKEYTURKEYTURKEYTUR

TURKEY
URKEYTURKEYTURKEYTUR

TURKEY

TURKEYTURKEYTURKEYTUR

KEYTURKEYTURKEYTUR

KEYTURKEYTUR

KEYTURKEYTUR

KEYTURKEYTUR

KEYTUR

KE
```

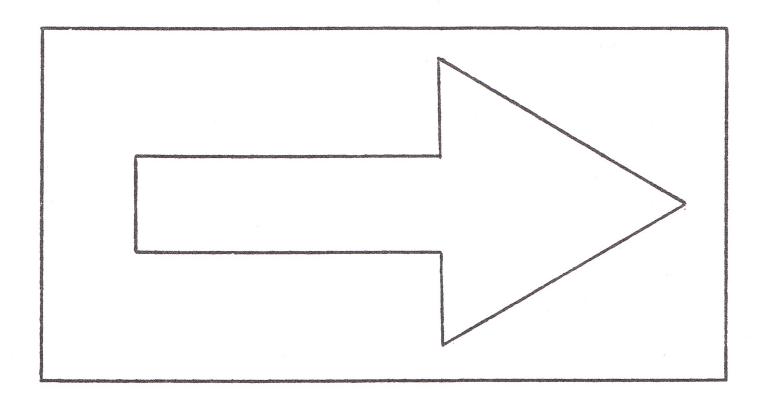
A picture may be typed using two or more words:

```
SPORTS CARS PORTS CARS
```

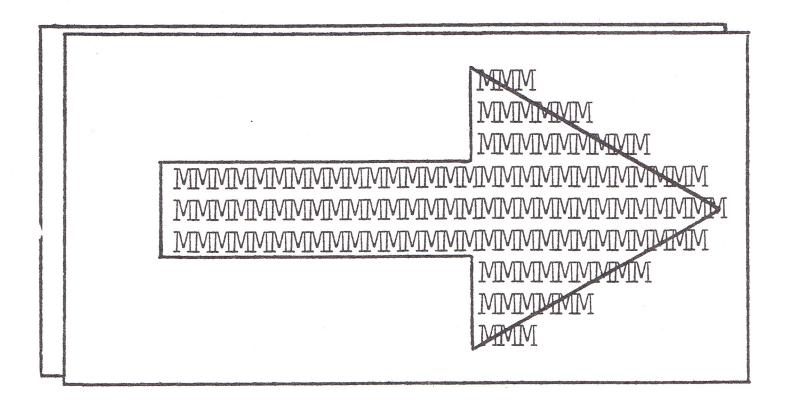
Patterns

Patterns can be cut by scissors to serve as a guide for typing pictures. Complete the three steps illustrated below:

Step 1. Cut a pattern.



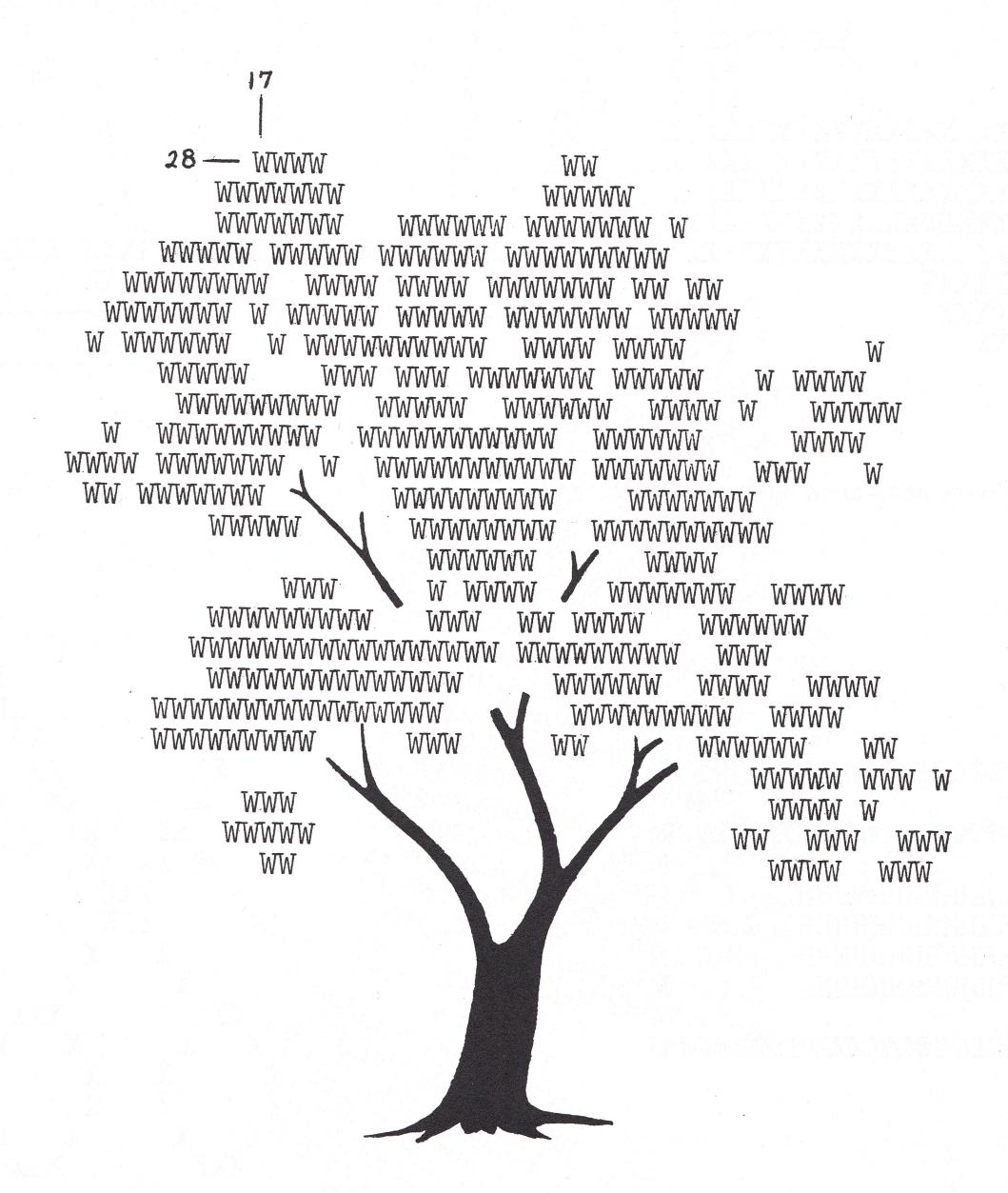
Step 2. Place the pattern in front of your typing paper. Type on it.



Step 3. Finished copy after removing pattern.

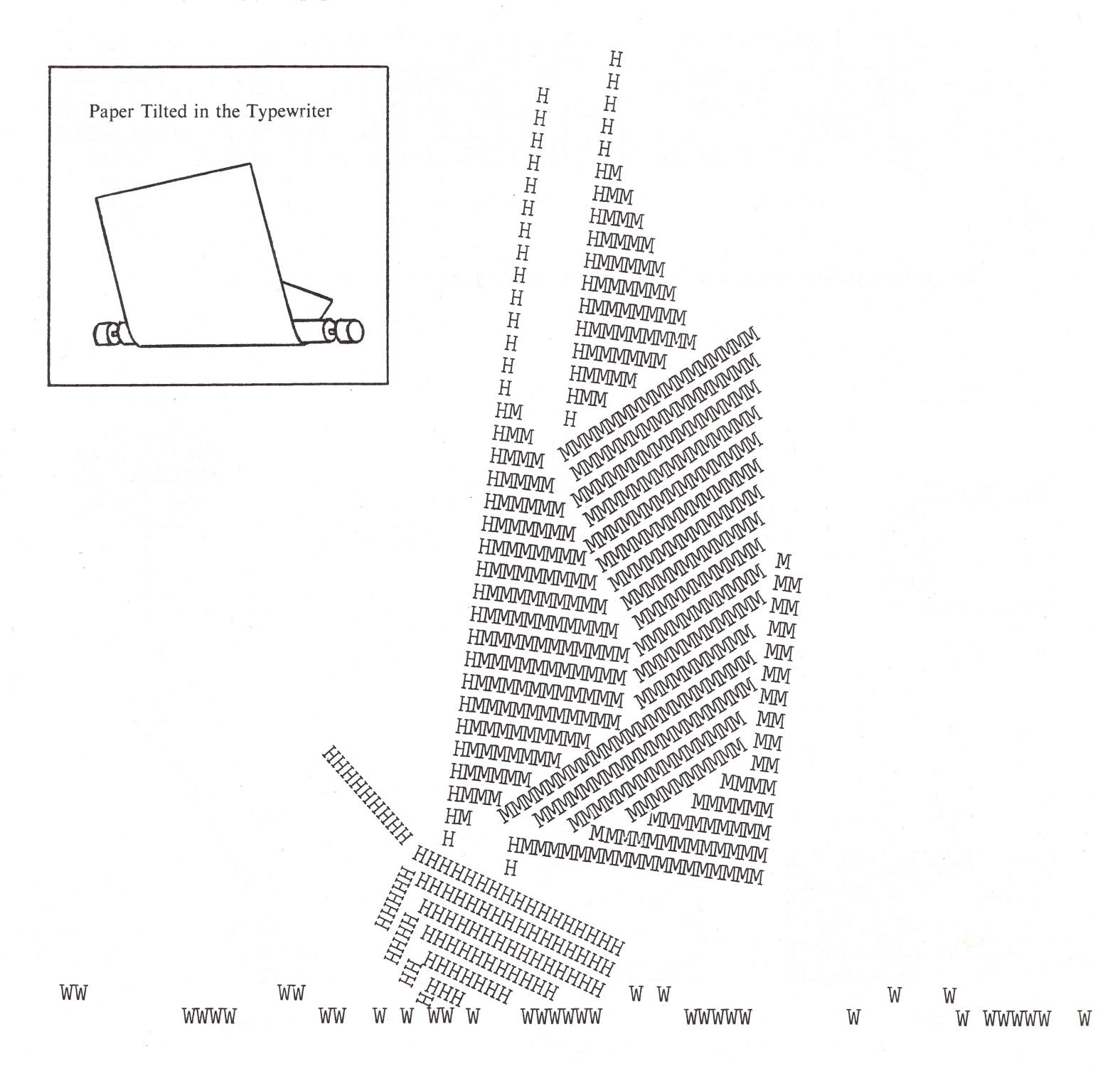
Combining Typing and Other Art Media

A picture can be partially typed and partially drawn with paint or ink. This is particularly effective on posters and other forms of advertising. The trunk of the following tree was drawn with India ink.



Tilting

In all of the pictures so far the paper has remained in a fixed position. A very interesting effect is created by tilting the paper. This can be done by using the paper-release lever. Can you type the following sailboat by tilting your paper now and then?



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